

Importing text files in an Excel sheet

Importing text files into Excel can be a labor-intensive process. With proper use of the data import options in Excel, you can save yourself some work and at the same time improve consistency.

[Click here](#) to know how to import text files in an Excel sheet.

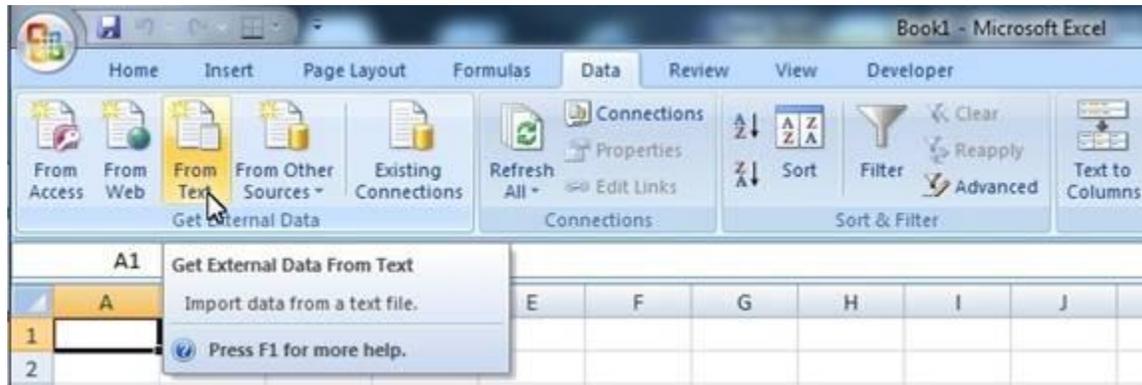


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various
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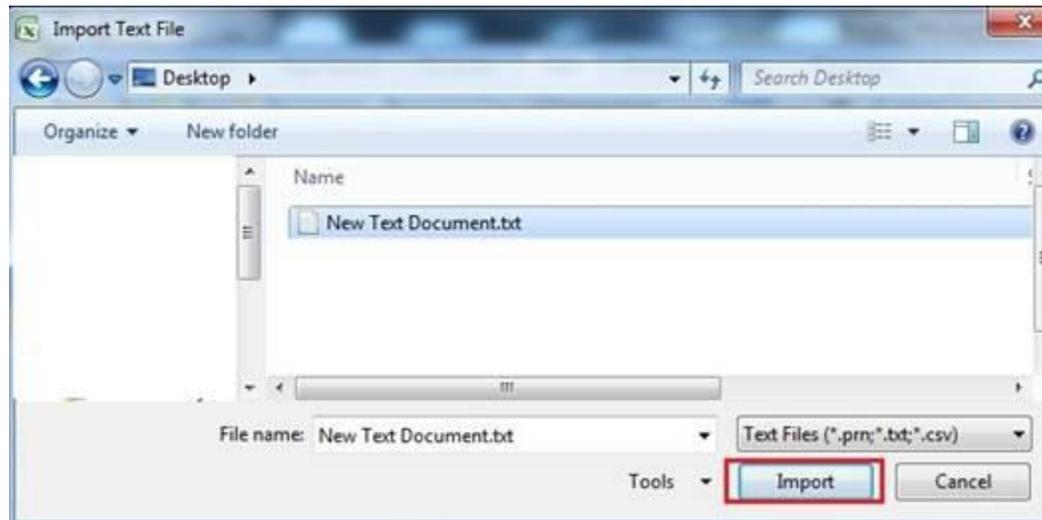
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A. Setting up which file (type) to import

1. On the ribbon, click the *Data* tab and then click the “From Text” button on the “Get External data” group.

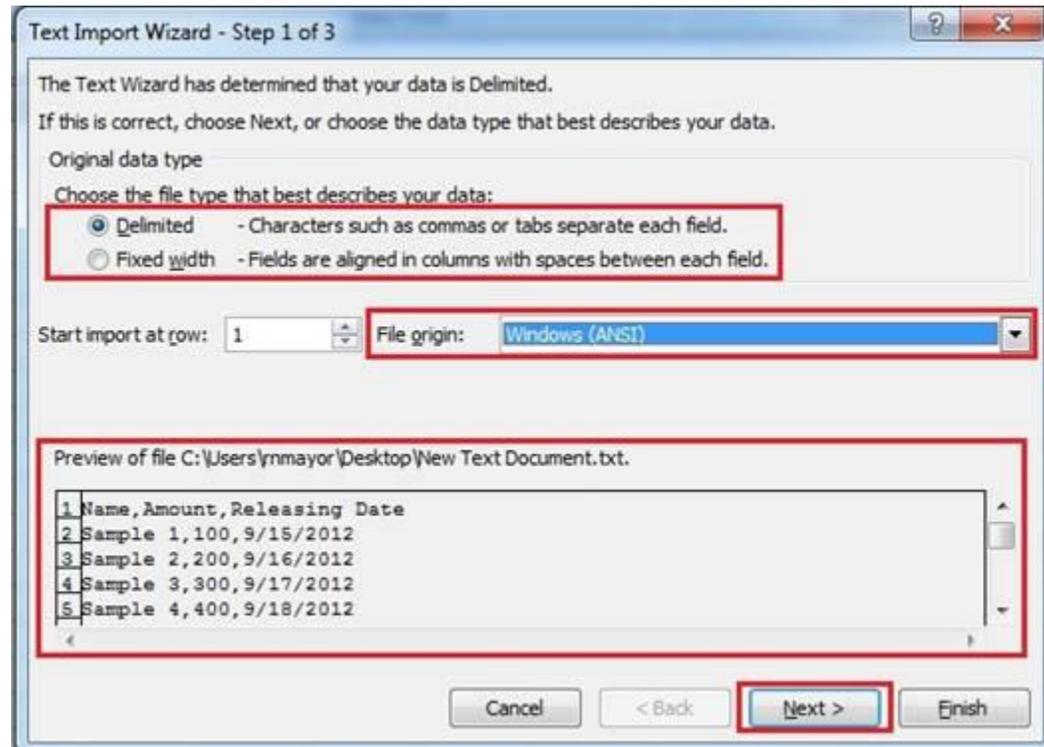


2. Select your file from the *Import Text File* dialog. Click *Import* button to open the *Text Import Wizard*.

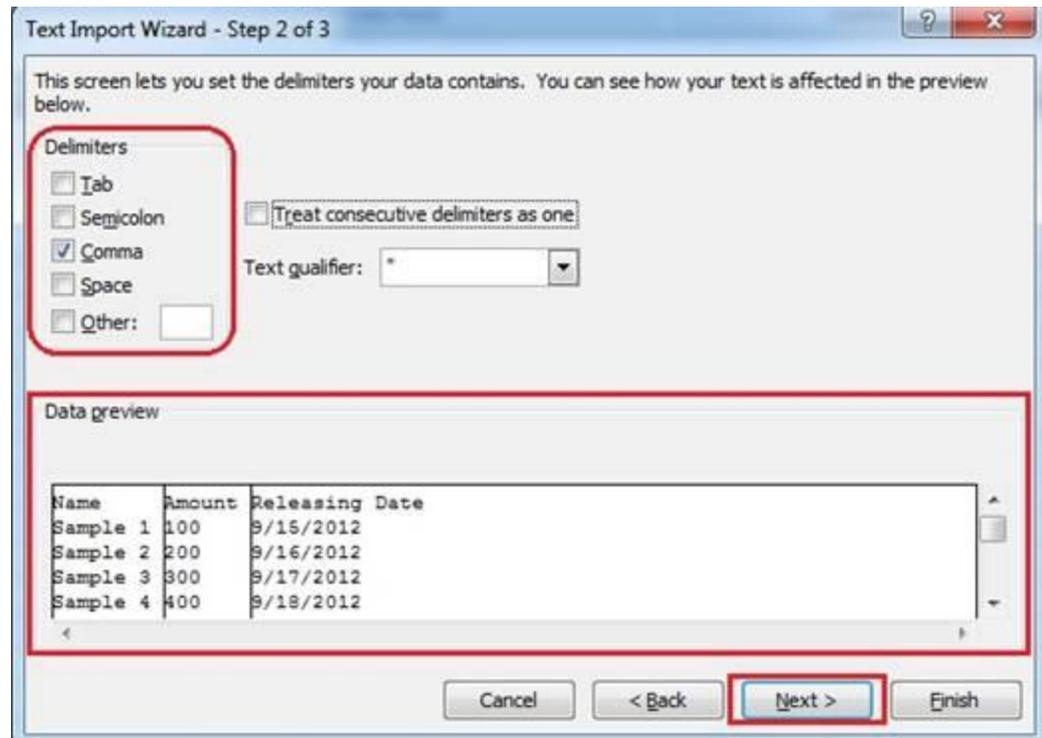


B. Defining the Import Settings

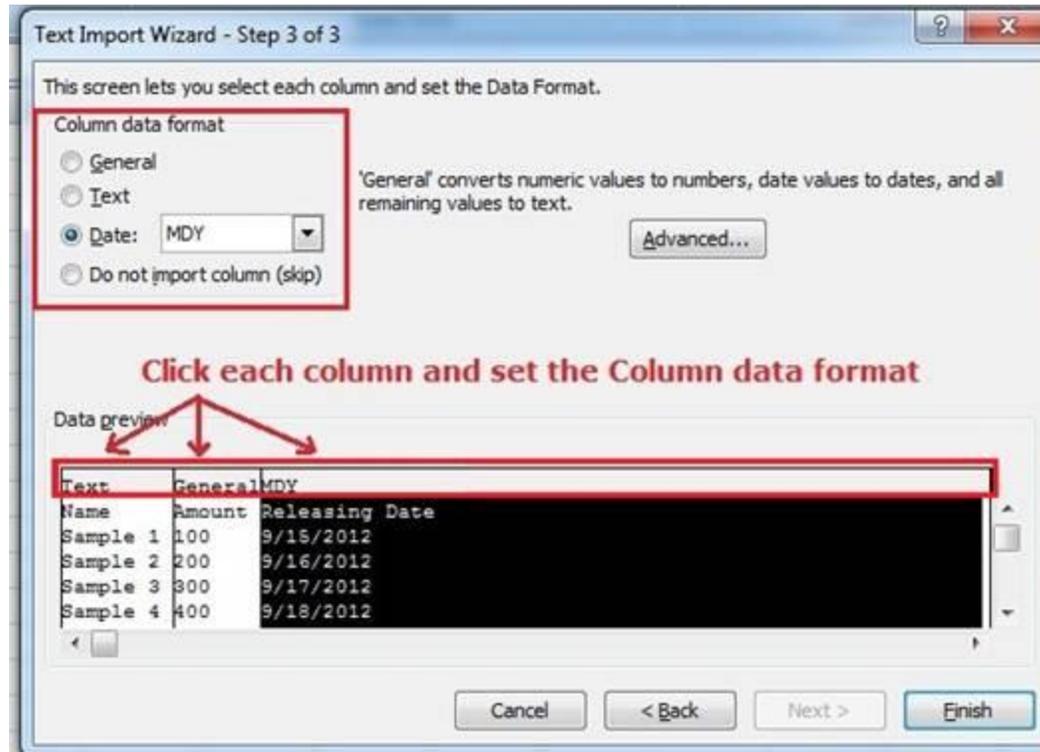
1. In *Step 1 of the Text Import Wizard*, define the file type that best describes your data. Choose either *Delimited or Fixed width*. Set also the *File origin* to *Windows (ANSI)* and click *Next* button to go into the second step. In this example, I choose *Delimited*.



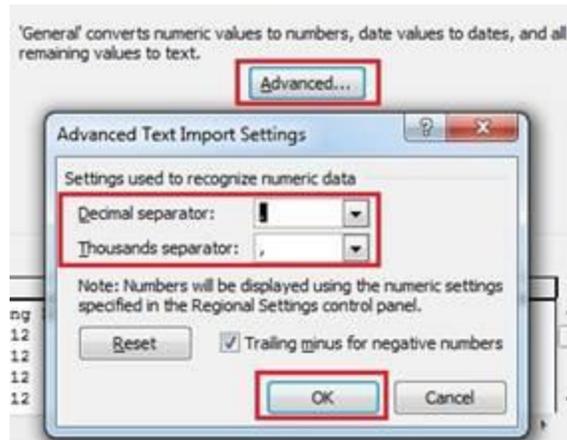
3. In *Step 2 of the wizard*, set the delimiters contained in your data. You can see the changes made in the *Data preview* just below the dialog box. In this example, I selected *Comma*. Click Next button again to go into the third step.



- In *Step 3 of the wizard*, you can select a format for each column of your file. *Click a column* to set up its formatting. In this example, I changed the date format of the third column to *MDY* order.



5. You can click the *Advanced* button to set up details like the decimal and thousands separators. Note that any changes made in this dialog apply to all columns.



6. After you finished defining all columns, click the *Finish* button. Excel opens the *Import Data* dialog box, asking where to put the results. Select the proper location.



7. To do some advance settings for *Data Range*, click *Properties* button to open the *External Data Range Properties* dialog box. See the highlighted items for the important features in this dialog.



a. **Save Query Definition**

We wouldn't want to redo the settings each time, so let's keep this one checked.

b. **Prompt for the file name on refresh**

Checking this box forces Excel to prompt you for a file name each time you hit the refresh button. Leave this box unchecked if you are importing the same file over and over.

c. **Overwrite existing cells with new data, clear unused cells**

The best selection here depends on your needs entirely. The first two will force Excel to push existing data down and pull existing data up, depending on the size of your file.

d. **Fill down formulas in columns adjacent to data**

A very useful option. If you are planning to do calculations on each row, this option ensures each row of data will have your formulas.

8. Click **OK** if you are done with the settings. Finally, click **OK** in the *Import Data* dialog to have your data imported.



FINAL RESULT

	A	B	C	D	E	F
1	Name	Amount	Releasing Date			
2	Sample 1	100	9/15/2012			
3	Sample 2	200	9/16/2012			
4	Sample 3	300	9/17/2012			
5	Sample 4	400	9/18/2012			
6	Sample 5	500	9/19/2012			
7	Sample 6	600	9/20/2012			
8	Sample 7	700	9/21/2012			
9	Sample 8	800	9/22/2012			
10						